



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
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COMNAVCRUITCOMINST 1040.2C (HDQ)
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COMNAVCRUITCOMINST 1040.2C (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: CAREER DEVELOPMENT BOARD (CDB)

Ref: (a) NAVPERS 15878 (Career Counselor's Handbook)
(b) NAVPERS 15560 (Military Personnel Manual)
(c) BUPERSINST 1430.16
(d) OPNAVINST 1040.11
(e) OPNAVINST 1420.1

Encl: (1) Individual Career Development Plans

1. Purpose. To provide procedures and assign responsibilities within the Navy Recruiting Command (NAVCRUITCOM) for a standardized Career Development Board (CDB), using as a minimum, references (a) through (e). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVCRUITCOMINST 1040.2B.

3. Discussion. CDBs ensure that all enlisted personnel are provided the guidance needed to promote optimal career development. This encompasses professional and personal development at the command and departmental levels.

4. Background

a. Advancement in the Navy is highly competitive. Career decisions should be made with full knowledge and understanding of policy changes, assignment and advancement trends, rating and program qualifications and career management guidelines. The CDB will assist personnel in upward mobility and promote job satisfaction, ultimately improving the retention of qualified personnel. Unrealistic goals can turn an enthusiastic Sailor into an attrition statistic. Realistic career goals benefit both the individual and the Navy. We must do our collective utmost to assist in realizing each Sailor's full potential. Because no single person can have all the knowledge, experience and judgment required to provide optimum career guidance, a CDB

composed of impartial command members will combine their varied talents and propose the best solution for each individual. The CDB will forward recommendations to the Chief of Staff via the Department Head.

b. Non-designated personnel must be provided the guidance and professional counseling necessary to ensure they pursue a rating in which they can be successful.

c. Emphasis must be placed on assisting every individual, E9 and below, in career planning through the matching of individual aspirations with program requirements.

5. Action

a. Commanding Officer/Department Heads (as applicable) shall:

(1) Ensure the CDB is fully effective in providing each Sailor the best possible advice and guidance.

(2) Monitor CDB activities and endorse reports of CDB results, amplifying any proposed actions as deemed appropriate.

b. Department Heads/Division Officers will:

(1) Ensure active participation by Leading Chief Petty Officers (LCPOs) at every CDB.

(2) Provide endorsement for personnel appearing before the CDB.

c. Command Master Chief (CMC)/Department LCPOs (as applicable) shall:

(1) Act as Chairperson for the CDB.

(2) Ensure the required membership is present for each meeting of the board.

(3) Submit board recommendations to the Commanding Officer/Department Head for final approval/disapproval, utilizing enclosure (1).

d. Department/Division LCPOs shall:

(1) Ensure requirements to appear before the CDB are met as contained in this instruction.

(2) Provide professional support to enlisted personnel who work within their division.

(3) Accompany Sailors to all appearances before the CDB.

e. Pass Liaison Representative (PLR) shall:

(1) Provide personnel records and information as requested for review by the CDB.

(2) Ensure all pertinent advancement criteria and advancement statistics are available to the CDB.

f. Educational Services Officer (ESO) shall participate as a technical advisor to the CDB.

g. Command Career Counselor (CCC)/Department Career Counselor shall:

(1) Indoctrinate all newly reporting personnel on CDB process during indoctrination seminars.

(2) Schedule those Sailors appearing before the CDB by maintaining a tickler system ensuring all personnel are reviewed on time.

(3) Participate as a technical advisor to the CDB providing service record information as well as information contained in appropriate directives.

(4) Ensure all CDB recommendations, which require the CO/Department Head approval, are submitted at the earliest date upon review by the Department Head/Division Officer.

(5) Maintain minutes of all CDBs.

(6) Prepare a board screening package for all board members highlighting pertinent facts about the individuals appearing before the board.

6. Board Composition

a. Permanent command level CDB members include CMC, CCC, and ESO then will be augmented by department CDB members and any others as directed by the chain of command.

b. Department level CDB members shall include LCPO, Leading Petty Officer (LPO), and department career counselor.

7. Command CDB. Command level CDB will see first enlistment Sailors within 30 days of reporting. Drilling Reservists will be seen within the first three drill weekends. Additionally, candidates will appear before the CDB for the following reasons/requests:

a. Advancement examination PNA (X3), standard score of 40 or below, selection board not eligible, and examination failures.

b. Non-select for E7/8/9.

c. CD records review for E7/8/9 selection board candidates.

d. Sailors 24 months prior to HYT and those requesting HYT waivers.

e. Striking for a Rating.

f. Class "A" school requests.

g. Rating conversion/reversion requests.

h. Perform to Serve.

i. Commissioning program applications.

j. Sailors recommended by Department CDB.

k. Sailors may attend for other reasons and upon member's request.

8. Department Career Development Board. Department level CDB will see all Sailors on second or subsequent enlistment within 60 days of reporting. Additionally, candidates will appear before the department CDB as follows:

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- a. Familiarization with individual Sailor's background (personal history).
- b. Command and Sailor expectations.
- c. Command and Sailor goals.
- d. Introduce established Career Development Plan.
- e. Military standards.
- f. Check-in/indoctrination process review.
- g. Personnel Qualification Standards (PQS).
- h. Advancement requirements.
- i. Rating or "A" school selection (GENDETS/ASVAB).
- j. Initiate CDP based on paygrade.

/s/

JERRY R. ANDERSON
Chief of Staff

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Career Development Board (CDB) Guidance

1. After all preparations are complete and the candidate is before the board, the chairperson will introduce the board members and explain to the candidate the purpose of the CDB.
2. The chairperson should control the interview and allow each member of the board to ask questions of the candidate.
3. The command level CDB should discuss the information listed below with each member, as applicable.
 - a. Individual and command expectations.
 - b. Initiate/review Individual Career Development Plan.
 - c. Desire for further service and the application and assignment procedures.
 - d. Career intentions at EAOS (extend/reenlist/separate).
 - e. Rating conversion.
 - f. Voluntary education programs.
 - g. Perform To Serve.
4. The department level CDB's should discuss the following topics, as applicable:
 - a. Introduction/purpose of the CDB.
 - b. Individual and department expectations.
 - c. Initiate/review Individual Career Development Plan.
 - d. Websites of interest.
 - e. PQS progress/in-rate training.
 - f. GUARD 2000 assignment.
 - g. Retirement/Fleet Reserve.
 - h. Career Status Bonus (CSB).

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- i. Thrift Saving Plan (TSP)
- j. Commissioning programs.
- k. United Services Military Apprenticeship Program (USMAP).